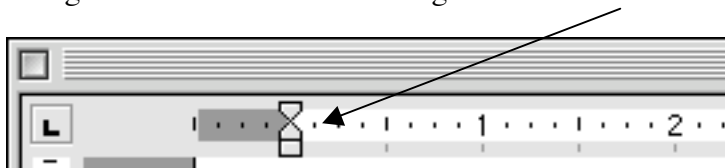


Automatic Indent & Text Wrap
* * * Do not print this assignment * * *

Part I

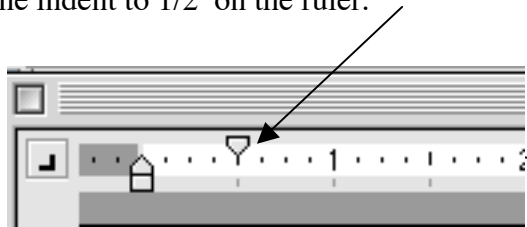
Directions:

1. Open 10SpellCheck.last name
2. Check the document and make sure it is formatted with:
Font: Times
Size: 12
Style: Normal Text
Margins:..... All should be at 1 inch
3. Type your Heading.
4. There are two ways of setting up an indent for a paragraph.
 - using a left justified tab or
 - using the first line indent
5. On the left side of the top ruler there is figure that looks like an hourglass on a box.



- the top part is called **first line indent**
- the bottom part is called **hanging indent**
- the two together is called **left indent**

6. Move the first line indent to 1/2 on the ruler.



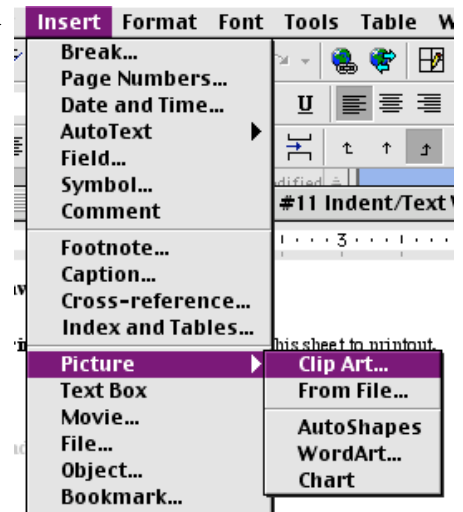
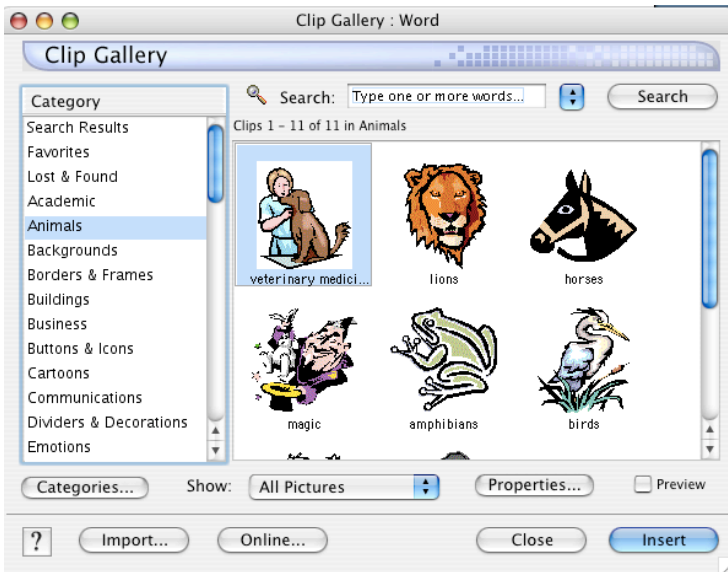
- Save as 11Indent.last name to your folder.

OVER

Part II

Directions:

1. Continue using your **11Indent document**. You are going to insert a picture from Clip Art.
2. Select **Picture** under **Insert** menu and then select **Clip Art** →
3. You will get many different graphics.
Choose one and click **Insert**



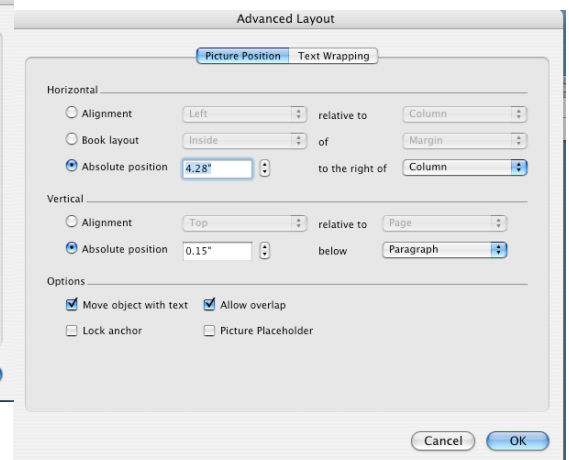
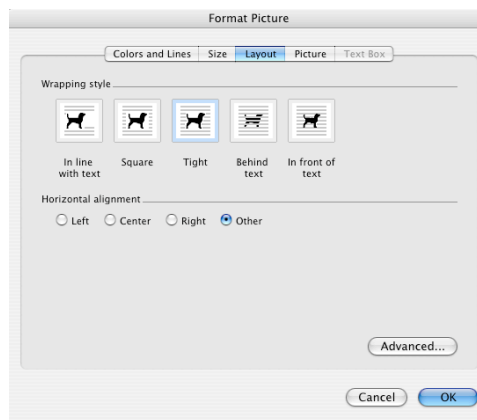
4. **Sizing your picture.** If your graphic is too large then you can make it smaller. Select the graphic. While holding down the shift key, **place your mouse on one of the corners** of the graphic and push the mouse. You can make the graphic smaller or larger

5. **Place the graphic in the where you want it.**

- Use the Format Menu
- Select **Picture** under **Format** menu

Use the Dialog Windows to make it Move with Text or Uncheck the Box to allow the picture to be moved freely.

6. **Save as 11clipart.last name** to your disk or folder.



Show your finished story with paragraph indent and clip art to the teacher to have it checked.